

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: October 15, 1999

PAYROLL LETTER # 99-018

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: DOCUMENTATION CUTOFF DATES FOR CALENDAR YEAR-END PROCESSING

This is to request your assistance and cooperation involving the timely submission of payroll documents prior to the close of the 1999 tax year. Listed below is a quick reference of the documents and the cutoff dates by which the Controller's Office must receive them in order to ensure accurate wage reporting on the 1999 Wage and Tax Statement, Form W-2.

<u>DOCUMENTS</u>	<u>PROCESS</u>	<u>CUTOFF</u>
FORM STD. 676P/V	Income and Social Security/Medicare Taxes will be withheld	11/08/99
	Social Security/Medicare only will be withheld	12/06/99

Reference the Payroll Procedures Manual (PPM), Section I 120-161 and Section I 162-165.1 for reporting and forms completion instructions, respectively.

FORM STD. 674/674A/R Payroll Deduction	11/12/99
Accounts Receivable	

Reference the PPM, Section I 001.

Suspended Payments	12/08/99
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Reference the PPM, Section I 406-411.

FORM STD. 422	Salary Advances	12/06/99
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Reference the PPM, Section I 103-111 for reporting and forms completion instructions.

FORM STD. 675	Moving Expenses/Social Security/Medicare Tax Withholding	12/06/99
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Reference the PPM, Section I 162.

FORM STD. 995A	Agency Collection A/R	12/06/99
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Reference the PPM, Section I 178-179.

FORM STD. 995R	Refund of Overcollected A/R	12/06/99
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Reference the PPM, Section I 180-181.

FORM PPSD21	Deceased Employee Data	12/06/99
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Reference the PPM Section I 900-914.

NOTE: Documents not received by the cutoff dates may require the issuance of a Statement of Corrected Income and Tax Amounts, Form W-2(c).

DECEMBER 1998 PAYROLL DOCUMENTS

Please make every effort to have December 1998 payroll documents processed by December 22, 1999. After December 22, 1999 and through December 29, 1999, payroll documents for the December 1998 pay period will require special manual processing and may not be reflected on the 1999 Form W-2. If you are decentralized, DO NOT KEY DECEMBER 1998 PAYROLL DOCUMENTS AFTER DECEMBER 22, 1999 THROUGH DECEMBER 29, 1999. Submit them to Payroll Operations for manual processing. Keying for the December 1999 pay period should continue as normal.

DECEMBER 1998 PAR/PPT

Please make every effort to have PAR/PPT's affecting December 1998 processed by December 22, 1999. After December 22, 1999 and through December 29, 1999 PAR/PPT's affecting the December 1998 pay period will require special manual processing and may not be reflected on the 1999 Form W-2. If you are decentralized, DO NOT KEY DECEMBER 1998 PAR/PPT'S AFTER DECEMBER 22, 1999 THROUGH DECEMBER 29, 1999. Submit them to Personnel Operations for manual processing. Keying for December 1999 should continue as normal. By working together, we can ensure accurate wage reporting on the 1999 Form W-2. If you have any questions, the following staff are available to assist you:

AREA	STAFF	PHONE NO.	CALNET
Civil Service A/R's, Suspended Payments or December 1998 Payroll Documents	Payroll Operations Telephone Liaison	(916) 323-3081	473-3081
CSU A/R's, Suspended Payments or December 1998 Payroll Documents	CSU Payroll Unit	(916) 322-7980	492-7980

PAR's	Personnel Operations Telephone Liaison	(916) 322-6500 492-6500
PPT's	CSU Audit Representative	
Salary Advances, Moving Expenses or Non-USPS Adjustments	Payroll Operations W-2 Unit	(916) 322-8100 492-8100
RZ:RLS:SACS		